***Procurement Specialist (Buyer)***

**Introduction**

Have you been looking for the right opportunity with a fast paced, high energy, fun and exciting, moving and shaking, on the way up, “I love my job” type of company? If you said “Yes!” to the above and you have some rock star technical aptitude, then CablesAndKits might just be the place for you!

**About the Company**

CablesAndKits is one of the fastest growing privately owned Cisco network equipment dealers in the US and the ***largest* Cisco network accessory dealer** in the world! We have been on the Inc 5000 list of Fastest Growing Companies seven years in a row. In 2013, we were #29 in our Industry. We have also had the honor of being listed in Internet Retailer’s Second 500, and a two-time honoree of the Gwinnett Chamber’s Top 25 Pinnacle Award.

With a core focus in Cisco products we have established ourselves in a niche market that has given us strong roots in our industry. We continue to build both our core product lines and also auxiliary product lines including networking products, power products, and rack hardware related items. We are also constantly exploring and considering many new product lines as well.

**MISSION**: Procurement Specialist (Buyer) for CablesAndKits with responsibility to maximize Gross Profit Return on Inventory

**REPORTING**: Position reports to the Product Management & Purchasing Manager

**KEY ACCOUNTABILITIES / DELIVERABLES:**

* Accountable for supply chain management of assigned product categories; including
  + Selecting vendors,
  + Negotiating purchase pricing and related contract terms,
  + Cost and quality performance on assigned product categories; including product cost, shipping expense, and any related quality expenses,
  + Vendor rating system.
* Achieve supply chain cost and quality improvement targets set annually; in part, by identifying and executing upon opportunities to drive waste out of the supply chain and implement best practices
* Manage inventory levels for assigned product categories through forecasting, appropriate safety stock levels, and understanding and improving purchase order fulfillment cycles to achieve maximum gross profit return on inventory with less than 3% stock outs and 97% filled stock levels
* Utilize proprietary Vendor Portal for 98% of all buying/quoting activity
* Respond to Quote Log entries within 24 hours 97% of the time
* Meet or exceed Trailing 90 Days of Inventory on Hand targets (To be defined)
* Achieve product offering and availability goals set by the Product Manager whether via stock, nonstock, or third-party fulfillment method.
* Intermediate to Advanced knowledge of assigned products; including ability to offer suggestions on replacements/alternatives when appropriate and provide basic product support/knowledge to Sales Team; Plus Basic to Intermediate understanding of all other products
* Support Product Manager in maintaining an accurate product information database.
* Cashreturned materials
* Other duties as assigned by management

**KEY TRAITS:**

* **Intelligence** – Possess above average intelligence, learns quickly, able to quickly and proficiently understand and absorb new information
* **Curious Problem Solver** – Consistently challenges status quo, anticipates and finds problems and solves them, digs deep to find root causes, and proven ability to drive change
* **Analytical** – Structures and processes qualitative and quantitative data and draws insightful conclusions from it, exhibits a probing mind and achieves penetrating insights
* **Proactive/Self Directed** – Acts without being told what to do, brings new ideas to the company, effective time management skills, takes high-level requests and translates them into actionable and efficient work tasks, and takes direction and completes tasks in a timely manner with minimal oversight
* **Communication Skills** – Speaks and writes clearly, concisely and articulately in all forms of communication, actively listens, formulates coherent arguments, and delivers messages effectively
* **Accountability** – Embraces environment of high accountability
* **Insatiable** – Never content and always pushing forward—Questioning how or why we do something to gain a deeper understanding and Constantly seeking and experimenting for better and more efficient ways to tackle all processes—Yet comfortable with routine processes
* **Ethics** – Possess a track record of working hard and sometimes long hours to get the job done while maintaining a strong moral compass to always do the right thing

**PROFESSIONAL REQUIREMENTS**

* Minimum two (2) years’ experience as a Professional Buyer or equivalent business experience
* Intermediate Microsoft Office skills
* Demonstrable ability to identify cost savings and exercise sound business judgement
* Intermediate to Advanced Knowledge of Purchasing fundamentals, including:
  1. Forecasting, including, Lead Times, Safety Stock, and Order Cycles
  2. Logistics; including Knowing best shipping method in various situations, Understanding liabilities within shipping, and When to pay for shipping insurance (and when not to)
  3. Basic to Intermediate understanding of Accounting / Business Finance related to Payment Terms and Shipping Insurance Policies
* Supply Chain Management Knowledge; including Understanding end-to-end Supply Chain basics; Identifying Supply Chain weaknesses and developing plans to correct them; Ability to effectively build in redundancies; and Understanding of international buying/shipping complexities
* Negotiating Knowledge; including when/how to leverage a situation in an ethical manner; Press versus Hold; Utilize different variables to achieve the desired result; and Efficiently determine when to utilize quantity price breaks

**The perfect candidate**

Because we are a small company, we feel that team members that share our Core Values are essential to our growth.  In the office we are all a team working towards a common goal and MUST be able to work together effectively. Here are the Core Values we share that make us who we are as a company:

**Do the Right Thing**

*We do the right thing even when no one is watching. We abide by the highest moral and ethical standards and conduct ourselves with integrity and honesty.*

**Serve Others**

*We act with an “I’m for you” mentality and perpetually seek ways to assist others. We collaborate with humility and appreciation to positively impact our team, our customers, our vendors and others within our sphere of influence.*

**Raise the Bar**

*We encourage and celebrate continuous improvement. We not only meet and surpass expectations; we create them and provide extraordinary service, innovation, quality and attitude.*

**Balance Life and Enjoy the Journey**

*We don’t take ourselves too seriously. It’s not always about the destination; it’s about enjoying the ride. We have fun within the framework of our core values.*

**Compensation**

 Position pay based on position requirements and your experience

 We offer a casual, flexible, team-oriented work environment.  Benefits available on first of month following hire date include: company sponsored LTD and Life Insurance;  Health benefits with company contribution, holiday pay, paid time off (PTO), and Voluntary Vision, Dental and additional Life Insurance available.  After 90 days: 401K with company contribution

 CK Cares Employee Care Service - Chaplains on call 24 hours a day, 365 days a year, nationwide, for crisis intervention and emergency situations - available to you and your family members. Company sponsored wellness initiatives

We are a **Drug-Free Workplace**and all candidates must pass a drug screen and background/possible credit checks.

|  |
| --- |
|  |